



**MINUTES FROM THE FEBRUARY 2012 BOARD MEETING
OF THE AUSTIN CHAPTER
OF THE ASSOCIATION OF LEGAL ADMINISTRATORS**

**February 14th, 2012 at 12:00 p.m.
Graves Dougherty Hearon and Moody**

1. **Members Present:** Amanda Koplos, Karie Rivkin, Chrissie Eastin, Diana Stangl, Barbara Mullen, James Cornell, Tina Terrian, Elaine Nielsen, Chris Sims, Shary Gonzalez

Members Not Present: Rose Sullivan, Shannon Athey-Briggs

2. **Approval of December Minutes** - The January Board meeting minutes were approved and submitted to the Board
3. **Treasurer's Report** (Diana Stangl) –The Chapter checking account balance as of January 31st, 2012 is \$26,697.11 and the Money Market account balance is \$12,341.99 for a total Checking/Savings balance of \$39,039.10.

Treasurers Notes:

A Balance Sheet and Income Statement for the period ending January 31, 2012 are attached hereto and made a part of these minutes. Included with the financial statements is the budget to actual comparison. (Attachment A)

4. **Old Business**
 - a. We should have the ILTA reimbursement in before the end of the fiscal year. This is a refund to the Chapter for expenses that were shared with ILTA during our 2011 Spring Seminar on Disaster Recovery Planning.
 - b. The Alamo Chapter decided to split expenses evenly for the joint Chapter Retreat last year, so we received over \$7,200.00 in reimbursement.
 - c. Chrissie let everyone know that she is still working to get Toni Beasley's signature in order to allow everyone to send documents to Iron Mountain under our Austin ALA account. She anticipates having the signature by the end of next week.

d. Chris is working on the Communications Chair position description and welcomed feedback. He envisions the position helping to brand our chapter by ensuring the use of a consistent logo and general design standards for Chapter communications.

5. **New Business**

a. Chris suggested that the Chapter consider order new pins with our new logo to use for both conference exchange with other chapters and to give to new Austin ALA members, etc. It was agreed that we should look into pricing and move forward with placing an order.

b. Chrissie let everyone know that Lara Angle had won the Annual Conference Stipend at the Managing Partner Breakfast. There is still one discounted Early Bird Registration that can be sold and transferred. This will be offered to other Austin Chapter members first and if no one is able to use it, it will be sold outside of the Chapter.

c. We discussed and voted to make a donation again this year to the FALA Silent Auction at the Annual Conference in Honolulu in April. We will look for something valued at approximately \$250 to donate, most likely from Tiffany's again.

d. James is working on the nomination process for our 2012-2013 board positions. So far Bonnie Zook and Ellen Boydston have already agreed to serve on the Nominating Committee. The board voted on two other potential members which James will contact in the near future. He hopes to announce the nominees at our February 23rd luncheon.

e. Chris discussed the need to begin succession planning for the Committee Chair positions for the 2012-2013 term. He will make a call for volunteers within our general membership via the newsletter and through sign up sheets at our next monthly luncheon. The board discussed a number of positions that they knew would be opening up and asked everyone to start working on finding new leaders within our organization.

f. We discussed the fact that Barbara Mullen had announced her retirement and would be leaving her position as Website Committee Chair. Barbara said that she expected there to be a smooth transition once a new committee chair was selected.

h. Chrissie let everyone know about the free press we received when Mary Smith won her Lifetime Membership Award with the Austin ALA. She encouraged everyone to check out the website article and photos.

6. **Committee Reports**

Committee Reports are attached and made a part of these minutes (Attachment B).

Additional Discussion Regarding Committee Reports:

a. Membership Committee - Shary Gonzalez reported that there were actually 4 new members this month.

7. Open Business

There was no new business to discuss.

8. Announcements/Adjournment

The meeting was adjourned at 1:15 p.m.

The March Board Meeting will be held on March 13th at the offices of Munsch Hardt Kopf & Harr, 401 Congress Ave., Suite 3050.

ATTACHMENT A

7:25 AM

02/08/12

Accrual Basis

Austin Chapter - Association of Legal Administrators
Balance Sheet
As of January 31, 2012

	<u>Jan 31, 12</u>
ASSETS	
Current Assets	
Checking/Savings	
Frost Bank Checking	26,697.11
Frost Money Market	12,341.99
Total Checking/Savings	<u>39,039.10</u>
Total Current Assets	<u>39,039.10</u>
TOTAL ASSETS	<u><u>39,039.10</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	13,329.53
Retained Earnings	63,302.17
Net Income	-37,592.60
Total Equity	<u>39,039.10</u>
TOTAL LIABILITIES & EQUITY	<u><u>39,039.10</u></u>

7:25 AM
02/08/12
Accrual Basis

Austin Chapter - Association of Legal Administrators
Profit & Loss
January 2012

	<u>Jan 12</u>
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Annual Sponsorship - Totebag	500.00
Bronze	1,350.00
Diamond	5,350.00
Gold	3,700.00
Platinum	3,500.00
Silver	875.00
Total Annual Sponsorship	<u>15,275.00</u>
Total Income	15,275.00
Expense	
Bank Service Charges	30.35
Total Expense	<u>30.35</u>
Net Ordinary Income	15,244.65
Other Income/Expense	
Other Income	
Interest Income	0.52
Total Other Income	<u>0.52</u>
Net Other Income	<u>0.52</u>
Net Income	<u><u>15,245.17</u></u>

7:26 AM
 02/08/12
 Accrual Basis

Austin Chapter - Association of Legal Administrators
Profit & Loss
 April 2011 through January 2012

	Apr '11 - Jan 12
Ordinary Income/Expense	
Income	
Annual Sponsorship	
Annual Sponsorship - Totebag	500.00
Bronze	2,700.00
Diamond	10,700.00
Gold	3,700.00
Platinum	3,500.00
Silver	5,250.00
Total Annual Sponsorship	26,350.00
Business Partner Fair	
Additional Reps	1,250.00
Total Business Partner Fair	1,250.00
Education	
Meeting Receipts	4,657.00
Seminars	2,350.00
Total Education	7,007.00
Joint Chapter Retreat	1,800.00
Membership Dues	10,575.00
Miscellaneous Income	1,740.00
Salary Survey	5,750.00
Total Income	54,472.00
Expense	
Bank Service Charges	354.56
Board Expenses	
Advertising and Promotion	2,104.49
Bar Relations	54.13
Board Retreat	449.37
Total Board Expenses	2,607.99
Business Partner Fair Expenses	
A/V Rental	221.91
Beverages	2,274.60
Deposits	0.00
Facilities	1,908.00
Other	602.37
Parking	385.01
Vendor Appreciation Party	
Parties	2,047.72
Vendor Appreciation Party - Other	948.94
Total Vendor Appreciation Party	2,996.66
Total Business Partner Fair Expenses	8,388.55
Chapter Leadership Institute	
Board Member-CLI	3,533.79
President Elect-CLI	256.40
Total Chapter Leadership Institute	3,790.19
Chapter Retreat	14,638.29
Community Challenge Expenses	1,882.73
Community Development	1,216.45

7:26 AM
02/08/12
Accrual Basis

Austin Chapter - Association of Legal Administrators
Profit & Loss
April 2011 through January 2012

	Apr '11 - Jan 12
Education Costs	
Audio Visual	2,160.59
Chapter MeetingLunches	5,485.02
Holiday Party	1,414.39
Lunches-Education Seminar	5,861.21
Parking	385.00
Speakers-Education Seminar	6,372.49
Webinars and Audio Conferences	665.00
Education Costs - Other	78.45
Total Education Costs	22,422.15
Education Seminar	483.00
Insurance	
Fidelity Bond Premium	190.00
Total Insurance	190.00
Managing Partner Breakfast	750.00
Miscellaneous Expense	
Gifts	239.26
Other	2,852.13
Post Office Box	100.00
Total Miscellaneous Expense	3,191.39
National Conference Scholarship	
Board Member Stipend	13,896.51
Chapter Dinner	749.49
President-National Conference	297.50
National Conference Scholarship - Other	1,785.00
Total National Conference Scholarship	16,728.50
Regional Conference	
Board Members	5,066.21
Members At Large	1,300.00
Total Regional Conference	6,366.21
Salary Survey Expense	6,680.00
Website	
Committee Meetings	72.00
Designer Fees	2,025.00
Maintenance	64.84
Monthly Fee	239.80
Total Website	2,401.64
Total Expense	92,091.65
Net Ordinary Income	-37,619.65
Other Income/Expense	
Other Income	
Interest Income	27.05
Total Other Income	27.05
Net Other Income	27.05
Net Income	-37,592.60

7:31 AM
 02/08/12
 Accrual Basis

Austin Chapter - Association of Legal Administrators
Profit & Loss
 April 1, 2011 through February 8, 2012

Apr 1, '11 - Feb 8, 12

Ordinary Income/Expense	
Income	
Annual Sponsorship	
Annual Sponsorship - Totebag	500.00
Bronze	6,705.00
Diamond	10,700.00
Gold	9,250.00
Platinum	3,500.00
Silver	13,420.00
Total Annual Sponsorship	44,075.00
Business Partner Fair	
Additional Reps	1,250.00
Total Business Partner Fair	1,250.00
Education	
Meeting Receipts	5,237.00
Seminars	2,350.00
Total Education	7,587.00
Joint Chapter Retreat	9,007.94
Membership Dues	10,575.00
Miscellaneous Income	1,740.00
Salary Survey	6,200.00
Total Income	80,434.94
Expense	
Bank Service Charges	354.56
Board Expenses	
Advertising and Promotion	2,104.49
Bar Relations	54.13
Board Retreat	449.37
Service Awards	312.44
Total Board Expenses	2,920.43
Business Partner Fair Expenses	
A/V Rental	221.91
Beverages	2,274.60
Deposits	0.00
Facilities	1,908.00
Other	602.37
Parking	385.01
Vendor Appreciation Party	
Parties	2,047.72
Vendor Appreciation Party - Other	1,048.94
Total Vendor Appreciation Party	3,096.66
Total Business Partner Fair Expenses	8,488.55
Chapter Leadership Institute	
Board Member-CLI	3,533.79
President Elect-CLI	256.40
Total Chapter Leadership Institute	3,790.19
Chapter Retreat	14,638.29
Community Challenge Expenses	1,882.73
Community Development	1,216.45

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02/08/12

Accrual Basis

Austin Chapter - Association of Legal Administrators
Profit & Loss
April 1, 2011 through February 8, 2012

	Apr 1, '11 - Feb 8, 12
Education Costs	
Audio Visual	2,160.59
Chapter MeetingLunches	5,510.02
Holiday Party	1,414.39
Lunches-Education Seminar	5,861.21
Parking	385.00
Speakers-Education Seminar	6,372.49
Webinars and Audio Conferences	665.00
Education Costs - Other	78.45
Total Education Costs	22,447.15
Education Seminar	483.00
Insurance	
Fidelity Bond Premium	190.00
Total Insurance	190.00
Managing Partner Breakfast	815.00
Miscellaneous Expense	
Gifts	239.26
Other	2,852.13
Post Office Box	100.00
Total Miscellaneous Expense	3,191.39
National Conference Scholarship	
Board Member Stipend	13,896.51
Chapter Dinner	749.49
President-National Conference	297.50
National Conference Scholarship - Other	1,785.00
Total National Conference Scholarship	16,728.50
Newsletter	350.00
Regional Conference	
Board Members	5,066.21
Members At Large	1,300.00
Total Regional Conference	6,366.21
Salary Survey Expense	6,680.00
Website	
Committee Meetings	72.00
Design	150.00
Designer Fees	2,025.00
Maintenance	64.84
Monthly Fee	539.80
Total Website	2,851.64
Total Expense	93,394.09
Net Ordinary Income	-12,959.15
Other Income/Expense	
Other Income	
Interest Income	27.05
Total Other Income	27.05
Net Other Income	27.05
Net Income	-12,932.10

Austin Chapter - Association of Legal Administrators
Profit & Loss Budget vs. Actual
April 2011 through March 2012

	Apr '11 - Mar 12	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Annual Sponsorship	500.00	500.00	0.00	100.0%
Annual Sponsorship - Totebag	6,705.00	10,560.00	-3,855.00	63.5%
Bronze	10,700.00	7,425.00	3,275.00	144.1%
Diamond	9,250.00	8,250.00	1,000.00	112.1%
Gold	3,500.00	3,300.00	200.00	106.1%
Platinum	13,420.00	17,325.00	-3,905.00	77.5%
Silver				
Total Annual Sponsorship	44,075.00	47,360.00	-3,285.00	93.1%
Business Partner Fair				
Additional Repts	1,250.00	800.00	450.00	156.3%
Total Business Partner Fair	1,250.00	800.00	450.00	156.3%
Education				
Meeting Receipts	5,237.00	6,750.00	-1,513.00	77.6%
Seminars	2,350.00	4,000.00	-1,650.00	58.8%
Total Education	7,587.00	10,750.00	-3,163.00	70.6%
Joint Chapter Retreat				
Membership Dues	9,007.94			
Miscellaneous Income	10,575.00	11,075.00	-500.00	95.5%
Salary Survey	1,740.00			
Total Income	6,200.00	6,740.00	-540.00	92.0%
	80,434.94	76,725.00	3,709.94	104.8%
Expense				
Bank Service Charges		1,350.00	-995.44	26.3%
Board Expenses				
Advertising and Promotion	2,104.49	2,550.00	-445.51	82.5%
Bar Relations	54.13	500.00	-445.87	10.8%
Board Meetings	0.00	300.00	-300.00	0.0%
Board Retreat	449.37	350.00	99.37	128.4%
Chapter Awards/Gifts	0.00	150.00	-150.00	0.0%
PLMW Event	0.00	100.00	-100.00	0.0%
Service Awards	312.44	1,200.00	-887.56	26.0%
Total Board Expenses	2,920.43	5,150.00	-2,229.57	56.7%
Business Partner Fair Expenses				
AV Rental	221.91	525.00	-303.09	42.3%
Beverages	2,274.60	3,000.00	-725.40	75.8%
Deposits	0.00	0.00	0.00	0.0%
Facilities	1,908.00	1,800.00	108.00	106.0%
Other	602.37	100.00	502.37	502.4%
Parking	385.01	425.00	-39.99	90.6%

Austin Chapter - Association of Legal Administrators
Profit & Loss Budget vs. Actual
April 2011 through March 2012

	Apr '11 - Mar 12	Budget	\$ Over Budget	% of Budget
Vendor Appreciation Party				
Parties	2,047.72			
Vendor Appreciation Party - Other	1,048.94	3,050.00	-2,001.06	34.4%
Total Vendor Appreciation Party	3,096.66	3,050.00	46.66	101.5%
Total Business Partner Fair Expenses	8,488.55	8,900.00	-411.45	95.4%
Chapter Leadership Institute				
Board Member-CLI	3,533.79	5,000.00	-1,466.21	70.7%
President - CLI	0.00	1,250.00	-1,250.00	0.0%
President Elect-CLI	256.40	250.00	6.40	102.6%
Total Chapter Leadership Institute	3,790.19	6,500.00	-2,709.81	58.3%
Chapter Retreat	14,638.29	8,500.00	6,138.29	172.2%
Community Challenge Expenses	1,882.73	2,500.00	-617.27	75.3%
Community Development	1,216.45	1,000.00	216.45	121.6%
Education Costs				
Audio Visual	2,160.59	500.00	1,660.59	432.1%
Chapter Meeting Lunches	5,510.02	6,700.00	-1,189.98	82.2%
Holiday Party	1,414.39	1,500.00	-85.61	94.3%
Lunches-Education Seminar	5,961.21	2,250.00	3,611.21	260.5%
Parking	385.00			
Speakers-Education Seminar	6,372.49	11,726.18	-5,353.69	54.3%
Webinars and Audio Conferences	665.00	1,800.00	-1,135.00	36.9%
Education Costs - Other	78.45			
Total Education Costs	22,447.15	24,476.18	-2,029.03	91.7%
Education Seminar	483.00			
Insurance				
Fidelity Bond Premium	190.00	200.00	-10.00	95.0%
Total Insurance	190.00	200.00	-10.00	95.0%
Managing Partner Breakfast	815.00	6,000.00	-5,185.00	13.6%
Miscellaneous Expense				
Gifts	239.26	400.00	2,452.13	713.0%
Other	2,852.13	100.00	0.00	100.0%
Post Office Box	100.00			
Total Miscellaneous Expense	3,191.39	500.00	2,691.39	638.3%
National Conference Scholarship				
Board Member Stipend	13,896.51	16,500.00	-2,603.49	84.2%
Chapter Dinner	749.49	2,000.00	-1,702.50	14.9%
President-National Conference	297.50	206.00	91.50	144.9%
Silent Auction Items	0.00			
National Conference Scholarship - Other	1,785.00			
Total National Conference Scholarship	16,728.50	18,706.00	-1,977.50	89.4%

**Austin Chapter - Association of Legal Administrators
Profit & Loss Budget vs. Actual
April 2011 through March 2012**

	Apr '11 - Mar 12	Budget	\$ Over Budget	% of Budget
New Member Functions				
Buddy Happy Hours	0.00	200.00	-200.00	0.0%
Miscellaneous	0.00	80.00	-80.00	0.0%
New Member Lunches	0.00	300.00	-300.00	0.0%
Promo Gifts	0.00	200.00	-200.00	0.0%
Total New Member Functions	0.00	780.00	-780.00	0.0%
Newsletter	350.00	500.00	-150.00	70.0%
Regional Conference				
Board Members	5,066.21	6,000.00	-933.79	84.4%
Door Prize	0.00	200.00	-200.00	0.0%
Members At Large	1,300.00	5,000.00	-3,700.00	26.0%
Scholarships	0.00	1,000.00	-1,000.00	0.0%
Total Regional Conference	6,366.21	12,200.00	-5,833.79	52.2%
Salary Survey Costs	0.00	6,740.00	-6,740.00	0.0%
Salary Survey Expense	6,980.00			
Website				
Committee Meetings	72.00	100.00	-28.00	72.0%
Design	150.00			
Designer Fees	2,025.00	1,875.00	150.00	108.0%
Maintenance	64.84	900.00	-835.16	7.2%
Monthly Fee	539.80	1,000.00	-460.20	54.0%
Total Website	2,851.64	3,875.00	-1,023.36	73.6%
Total Expense	93,394.09	107,877.18	-14,483.09	86.6%
Net Ordinary Income	-12,959.15	-31,152.18	18,193.03	41.6%
Other Income/Expense				
Other Income	27.05	24.00	3.05	112.7%
Interest Income	0.00	24.00	-24.00	0.0%
Other Income	27.05	24.00	3.05	112.7%
Total Other Income	27.05	24.00	3.05	112.7%
Net Other Income	27.05	24.00	3.05	112.7%
Net Income	-12,932.10	-31,128.18	18,196.08	41.5%

7:38 AM
02/08/12

Austin Chapter - Association of Legal Administrators
Statement of Cash Flows
January 2012

	<u>Jan 12</u>
OPERATING ACTIVITIES	
Net Income	15,245.17
Net cash provided by Operating Activities	<u>15,245.17</u>
Net cash Increase for period	15,245.17
Cash at beginning of period	<u>23,793.93</u>
Cash at end of period	<u><u>39,039.10</u></u>

7:38 AM

02/08/12

Austin Chapter - Association of Legal Administrators
Statement of Cash Flows
April 1, 2011 through February 8, 2012

	<u>Apr 1, '11 - Feb 8, 12</u>
OPERATING ACTIVITIES	
Net Income	-12,932.10
Adjustments to reconcile Net Income to net cash provided by operations:	
Prepaid Income-Member Dues	-8,875.00
Net cash provided by Operating Activities	<u>-21,807.10</u>
Net cash increase for period	-21,807.10
Cash at beginning of period	85,631.70
Cash at end of period	<u><u>63,824.60</u></u>



P.O. Box 1727 Austin, Texas 78767 Member FDIC

FOR INFORMATION CALL
512-473-4500 OR 1-800-513-7678

STATEMENT ISSUED
01-31-2012

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AUSTIN CHAPTER OF THE ASSOCIATION
OF LEGAL ADMINISTRATORS
%D STANGL WALSH ANDERSON
505 E HUNTLAND DR STE 600
AUSTIN TX 78752



0

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BALANCE LAST STATEMENT		DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
	NO.	AMOUNT	NO.	AMOUNT		
12,277.46	1	15,275.00	1	30.35		27,522.11

DEPOSITS/CREDITS

DATE	TRANSACTION	AMOUNT	DATE	TRANSACTION	AMOUNT
01-10	DEPOSIT	15,275.00			

OTHER WITHDRAWALS/DEBITS

DATE	AMOUNT	TRANSACTION	DESCRIPTION
01-09	.00	INTERNET STMT COPY REQ	
01-09	.00	INTERNET CHK COPY REQ	
01-09	.00	INTERNET CHK COPY REQ	
01-09	.00	INTERNET CHK COPY REQ	
01-25	30.35	CHECK PRINTING FEE	HARLAND CLARKE CHK ORDER OEP837570221200

DAILY BALANCE

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
12-30	12,277.46	01-10	27,552.46	01-25	27,522.11
01-09	12,277.46				

✓ Reconciled

Please examine your bank statement upon receipt and report any differences or irregularities as specified in the Deposit Account Agreement and Other Disclosures.

7:22 AM

02/08/12

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Bank Checking, Period Ending 01/31/2012

	<u>Jan 31, 12</u>
Beginning Balance	12,277.46
Cleared Transactions	
Checks and Payments - 1 item	-30.35
Deposits and Credits - 1 item	15,275.00
Total Cleared Transactions	<u>15,244.65</u>
Cleared Balance	<u>27,522.11</u>
Uncleared Transactions	
Checks and Payments - 1 item	-825.00
Total Uncleared Transactions	<u>-825.00</u>
Register Balance as of 01/31/2012	<u>26,697.11</u>
New Transactions	
Checks and Payments - 13 items	-1,347.44
Deposits and Credits - 4 items	26,132.94
Total New Transactions	<u>24,785.50</u>
Ending Balance	<u>51,482.61</u>

7:22 AM
02/08/12

**Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Bank Checking, Period Ending 01/31/2012**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						12,277.46
Cleared Transactions						
Checks and Payments - 1 Item						
Check	1/25/2012			X	-30.35	-30.35
Total Checks and Payments					-30.35	-30.35
Deposits and Credits - 1 item						
Deposit	1/10/2012			X	15,275.00	15,275.00
Total Deposits and Credits					15,275.00	15,275.00
Total Cleared Transactions					15,244.65	15,244.65
Cleared Balance					15,244.65	27,522.11
Uncleared Transactions						
Checks and Payments - 1 Item						
Check	12/21/2010	1136	ING		-825.00	-825.00
Total Checks and Payments					-825.00	-825.00
Total Uncleared Transactions					-825.00	-825.00
Register Balance as of 01/31/2012					14,419.65	26,697.11
New Transactions						
Checks and Payments - 13 Items						
Check	2/6/2012	1272	PaperStreet Web D...		-450.00	-450.00
Check	2/6/2012	1274	Chrissie Eastin		-312.44	-762.44
Check	2/6/2012	1275	James Cornell		-100.00	-862.44
Check	2/6/2012	1273	RainMaker		-65.00	-927.44
Check	2/6/2012	1278	Rose Sullivan		-50.00	-977.44
Check	2/6/2012	1282	Kelly Barker		-50.00	-1,027.44
Check	2/6/2012	1281	Amanda Koplos		-50.00	-1,077.44
Check	2/6/2012	1279	Chris Sims		-50.00	-1,127.44
Check	2/6/2012	1277	Shannon Athey-Brig...		-50.00	-1,177.44
Check	2/6/2012	1276	Debbie Roan		-50.00	-1,227.44
Check	2/6/2012	1280	James Cornell		-50.00	-1,277.44
Check	2/6/2012	1283	Nuance Communic...		-45.00	-1,322.44
Check	2/6/2012	1271	TPG - One Congres...		-25.00	-1,347.44
Total Checks and Payments					-1,347.44	-1,347.44
Deposits and Credits - 4 items						
Deposit	2/7/2012				450.00	450.00
Deposit	2/7/2012				6,445.00	6,895.00
Deposit	2/7/2012				7,912.94	14,807.94
Deposit	2/7/2012				11,325.00	26,132.94
Total Deposits and Credits					26,132.94	26,132.94
Total New Transactions					24,785.50	24,785.50
Ending Balance					39,205.15	51,482.61



P.O. Box 1727 Austin, Texas 78767 Member FDIC

FOR INFORMATION CALL
512-473-4500 OR 1-800-513-7678

STATEMENT ISSUED
01-31-2012

Page 1 of 1

AUSTIN CHAPTER OF THE ASSOCIATION
OF LEGAL ADMINISTRATORS
%D STANGL WALSH ANDERSON
505 E HUNTLAND DR STE 600
AUSTIN TX 78752



0

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BUSINESS MONEY MARKET		ACCOUNT NO. 59 1210378		BALANCE THIS STATEMENT	
BALANCE LAST STATEMENT		DEPOSITS		WITHDRAWALS	
	NO.	AMOUNT	NO.	AMOUNT	
12,341.47	0	.52	0	.00	12,341.99

----- DEPOSITS/CREDITS -----

DATE	AMOUNT	TRANSACTION	DESCRIPTION
01-31	.52	INTEREST PAID	

----- OTHER WITHDRAWALS/DEBITS -----

DATE	AMOUNT	TRANSACTION	DESCRIPTION
01-09	.00	INTERNET STMT COPY REQ	

----- DAILY BALANCE -----

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
12-30	12,341.47	01-09	12,341.47	01-31	12,341.99

✓ Reconciled

Please examine your bank statement upon receipt and report any differences or irregularities as specified in the Deposit Account Agreement and Other Disclosures.

7:23 AM

02/08/12

Austin Chapter - Association of Legal Administrators
Reconciliation Summary
Frost Money Market, Period Ending 01/31/2012

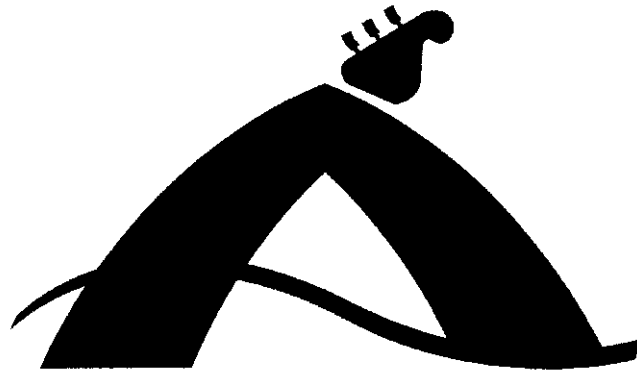
	<u>Jan 31, 12</u>
Beginning Balance	12,341.47
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.52</u>
Total Cleared Transactions	0.52
Cleared Balance	<u>12,341.99</u>
Register Balance as of 01/31/2012	<u>12,341.99</u>
Ending Balance	12,341.99

7:23 AM
02/08/12

Austin Chapter - Association of Legal Administrators
Reconciliation Detail
Frost Money Market, Period Ending 01/31/2012

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						12,341.47
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	1/31/2012			X	0.52	0.52
Total Deposits and Credits					0.52	0.52
Total Cleared Transactions					0.52	0.52
Cleared Balance					0.52	12,341.99
Register Balance as of 01/31/2012					0.52	12,341.99
Ending Balance					0.52	12,341.99

ATTACHMENT B



AUSTIN CHAPTER

A Chapter of the Association of Legal Administrators

Austin ALA Committee Reports to the Board February 14, 2012

Bar Relations Committee Report – James Cornell, Committee Chair

No report at this time.

Business Partner Relations Committee Report – Amanda Koplos, Committee Chair

The committee has finalized and received payment for all of the 2012 sponsorships. The final results gave us 53 companies (3 less than last year) with revenue of \$52,520.00. This is \$5,930 more than last year. A list of the final business partners was sent to all of the committee chairs and is attached for record. Our committee also developed a document that gives each committee chair (and officer as appropriate) a detailed list of what their obligations are to the sponsors for the year. That document is presented in this report. Some of the items require immediate attention (updating our website, collecting advertising for the newsletter) while others won't happen until later this year (i.e. holiday party). It is our committee's hope that this document will serve as a roadmap to ensuring that our business partners receive all of the benefits that were promised to them for the entirety of our sponsorship year.

We can already claim some success through the inclusion of the BPs in our Managing Partner breakfast. Those obligations were met completely and correctly.

Also, there is one item to note. Jones Lang LaSalle, our 2012 Platinum Sponsor, was not able to attend our Managing Partner breakfast which is usually considered to be one of the premium benefits. We have decided to give them, instead, joint sponsorship of our November luncheon in addition to the exclusive sponsorship of another monthly luncheon. They will be doubling up with one of the Gold sponsors because Gold level business partners are not promised exclusive lunch sponsorships. Since we did not sell out of our Gold packages this year, we have a slot available to double up and will be offering that opportunity to the Platinum sponsor.

Committee Assignments for 2012 Business Partners

As a committee chair you will be responsible for meeting all of the obligations that we have promised to our Business Partners throughout the year. If you are rolling off the Board in March you will also be responsible for passing this information on to your successor. By working together we will ensure that we have given our BPs everything they have paid for in the year.

Chapter President (Chrissie Eastin)

__ Invite BPs to Managing Partner Breakfast. Invitations should go out ASAP. Reps will be invited as follows: Platinum (3 reps), Diamond (2 reps), Gold (1 rep). BPs are promised that they will have a signage on the table stating that the table is sponsored by them and they will be encouraged to seat 1 representative at their respective tables. Thus your event needs to have at least 17 tables. Contact information is as follows:

- Jones Lang LaSalle (Platinum sponsor, 3 reps/tables)
- Commercial Texas (Diamond sponsor, 2 reps/tables)
- Move Solutions (Diamond sponsor, 2 reps/tables)
- Capitol Vending and Coffee (Diamond sponsor, 2 reps/tables)
- Dahill (Diamond sponsor, 2 reps/tables)
- Rockford Interiors (Gold sponsor, 1 rep/table)
- Speakwrite (Gold sponsor, 1 rep/table)
- Ricoh (Gold sponsor, 1 rep/table)
- CBRE (Gold sponsor, 1 rep/table)
- Documation (Gold sponsor, 1 rep/table)
- Texas Imaging Systems (Gold sponsor, 1 rep/table)

Chapter President (Chris Sims)

__ Organize an ALA Board Meet & Greet. The thought is that this will be a breakfast and will be held in April – after the new Board is seated. Reps will be invited as follows: Platinum (3 reps), Diamond (3 reps), Gold (2 reps), Silver (2 reps), Bronze (1 rep). Database of contact information is attached

Website Committee

__ Place a rotating banner ad on the front of the website for the Platinum sponsor: Jones Lang LaSalle. Ad will be provided to you by 01/13/2012. This ad will remain on the home page for the *duration of 2012*.

__ Place a rotating banner ad on the front of the website for the Diamond sponsors – each for three months as follows.

- January – March: Commercial Texas
- April – June: Capitol Vending and Coffee
- July – September: Dahill
- October – December: Move Solutions

__ Update the database of website listing by business specialty. (Attached)

__ Update the database to include descriptions from each company (to be sent by 01/13/2012).

Newsletter Committee

__ Place a rotating banner ad on **all issues** of our electronic quarterly newsletter for Jones Lang LaSalle. Ad will be provided to you by 01/13/2012.

__ Place a rotating banner ad on **one issue** of our electronic quarterly newsletter for our Diamond Sponsors as follows:

1st Quarter: Move Solutions

2nd Quarter: Commercial Texas

3rd Quarter: Capitol Vending and Coffee

4th Quarter: Dahill

__ Place a rotating banner ad on **one issue** of our electronic quarterly newsletter for our Gold Sponsors as follows:

1st Quarter: CBRE and DOCUation

2nd Quarter: SpeakWrite

3rd Quarter: Rockford Business Interiors

4th Quarter: RICOH & Texas Imaging Systems

__ Offer an opportunity to Jones Lang LaSalle to submit an educational article at least once within the year. Article is to be reviewed by the Board (or committee) and submission is not a guarantee that they will be used.

__ Offer an opportunity to the following Diamond sponsors to submit an educational article at least once within the year. Article is to be reviewed by the Board (or committee) and submission is not a guarantee that they will be used. (Move Solutions, Commercial Texas, Capitol Vending and Coffee, and Dahill).

__ Make sure that all BP contacts are receiving a copy of our newsletter.

__ List the following Silver BPs as sponsors of at least one quarterly newsletter as follows:

1st Quarter: Special Counsel, Southwest Solutions Group, State Bar of Texas, Safesite, Voice Products, Inc.

2nd Quarter: Balfour Beatty Construction, Frost, JPM Carpet and Hard Surface Maintenance, Gallagher Benefit Services, Inc.

3rd Quarter: Oxford Commercial, LawPay, Legal Network, LTD, Corporate Floors

4th Quarter: Document Technologies, Inc, Oce Business Services, White Glove Technologies, Grande Communications

Community Relations Committee

__ Invite BPs to participate in at least one community service event as follows: Platinum (3 reps), Diamond (3 reps), Gold (2 reps), Silver (2 reps), Bronze (1 rep).

Salary Survey Committee

__ Place an ad for Jones Lang LaSalle on the electronic Salary Survey. It must remain there for at least one year. Ad will be provided to you by 01/31/2012.

__ Place a full page ad for Jones Lang LaSalle in the PDF copy of the Salary Survey. Ad will be provided to you by 01/31/2012.

__ Place a half-page ad for the following companies in the PDF copy of the Salary Survey: Move Solutions, Commercial Texas, Capitol Vending and Coffee, and Dahill

__ Place a quarter-page ad for the following companies in the PDF copy of the Salary Survey: CBRE, DOCUation, RICOH, SpeakWrite, Rockford Business Interiors, Texas Imaging Systems

Business Partner Relations Committee

__ Hold Business Partner Social Event. Invite Platinum (3 reps), Diamond (3 reps), Gold (2 reps) and Silver (2 reps).

__ Notify the following companies of their selection to participate in the Business Partner Advisory Committee. Jones Lang LaSalle (guaranteed selection, 1 rep), Commercial Texas (guaranteed selection, 1 rep), Move Solutions (guaranteed selection, 1 rep), Capitol Vending and Coffee (guaranteed selection, 1 rep), Dahill (guaranteed selection, 1 rep), SpeakWrite (Gold sponsor, one of two companies randomly drawn, 1 rep), Docuation (Gold sponsor, one of two companies randomly drawn, 1 rep), Frost (Silver sponsor, one of two companies randomly drawn, 1 rep), LawPay (Silver sponsor, one of two companies randomly drawn), Hilton Austin (Bronze sponsor, one of two companies randomly drawn), Convenience Office Supply (Bronze sponsor, one of two companies randomly drawn)

__ Hold at least one meeting of the Business Partner Advisory Committee. Invite Board Members, Committee Members and BPs as listed above. Contact information is attached.

__ Send copy of Membership directory to all BPs by 01/13/2012.

__ When assigning tables for Legal Expo make sure to give Platinum BP (Jones Lang LaSalle) preference on where they want to be located.

__ Contact Attorney Resource to arrange for Tote Bag sponsorship. Linda Petty – 512-494-1414 or lsp@attorneyresource.com

__ Give oral recognition at the Expo to the Platinum Sponsor – Jones Lang LaSalle

Education Committee

__ Invite appropriate representatives to the monthly Chapter luncheons as follows:

January

Rockford Interiors (Gold sponsor, 1 rep)
Speakwrite (Gold sponsor, 1 rep)

February

Ricoh (Gold sponsor, 1 rep)

April

Jones Lang LaSalle (Platinum sponsor, 2 reps)

May

Commercial Texas (Diamond sponsor, 2 reps)

June

Move Solutions (Diamond sponsor, 2 reps)

July

Capitol Vending and Coffee (Diamond sponsor, 2 reps)

September

Dahill (Diamond sponsor, 2 reps)

October

CBRE (Gold sponsor, 1 rep)
Texas Imaging Systems (Gold sponsor, 1 rep)

November

Documation (Gold sponsor, 1 rep)
Jones Lang LaSalle (Platinum sponsor, 2 reps) – getting additional lunch sponsorship to make up for last minute notification on MP Breakfast

__ Invite Platinum Sponsor to be the "Speaker Sponsor" of the Spring Educational Seminar. 2 representatives will be invited to attend and will be asked to introduce the speaker. Jones Lang LaSalle

__ Invite sponsors to attend the Holiday Party as follows:

Jones Lang LaSalle (Platinum sponsor, 3 reps)
Commercial Texas (Diamond sponsor, 2 reps)
Move Solutions (Diamond sponsor, 2 reps)
Capitol Vending and Coffee (Diamond sponsor, 2 reps)
Dahill (Diamond sponsor, 2 reps)

___ Invite Platinum sponsor to have 5 minutes to speak before the seminar that immediately precedes the Expo. Contact: Jones Lang LaSalle (Platinum sponsor, 3 reps) - Contact: Russell Young - 512-225-2700 or Russell.young@am.jll.com and Elysia Ragusa - 512-225-2700 or elysia.ragusa@am.jll.com

___ Invite BPs to attend the luncheon and seminar immediately preceding the Expo as follows:

- Jones Lang LaSalle (Platinum, 3 reps)
- Commercial Texas (Diamond, 2 reps)
- Move Solutions (Diamond, 2 reps)
- Capitol Vending and Coffee (Diamond, 2 reps)
- Dahill (Diamond, 2 reps)
- CBRE (Gold, 1 rep)
- DOCUmation (Gold, 1 rep)
- Ricoh (Gold, 1 rep)
- SpeakWrite (Gold, 1 rep)
- Rockford Business Interiors (Gold, 1 rep)
- Texas Imaging Systems (Gold, 1 rep)

Past Presidents Advisory Council – Open Position, Committee Chair

Nothing to report at this time.

Community Relations Committee Report – Shannon Athey-Briggs, Committee Chair

Nothing to report at this time. However, the committee is in the process of setting up their next meeting.

Compensation and Benefits Committee Report – Elaine Nielson, Committee Chair

Nothing to report at this time.

Education/Programs Committee Report – Karie Rivkin, Committee Chair

Karie has agreed to remain as Chair of the Committee for 2012-2013.

On February 23rd, Toni Beasley will be presenting on communication skills. CLM credit was approved for applicant and recertification credit. Invitation has been drafted, but I am waiting on specific Ricoh sponsor representative to contact so that I can add his/her name on the invitation.

On March 29th, we will hold the Spring Educational Seminar. I will send a save the date soon. Connie Cornell agreed to present two 60 minute sessions. We have booked the Austin Bar Association's meeting room. We are in need of some Employment/HR topics.

Roundtables have been scheduled for April 26th. We are considering 5 tables and having each of the 5 areas of management represented. We will need volunteers to lead and decide on a topic.

Our committee will be meeting again to hone the Spring Educational Seminar to plan out the year to include a possible joint session with LMA.

Membership Committee Report – Shary Gonzalez, Committee Chair

As of February 7th, we have 3 new members. Lilian Morales from Hance Scarborough joined February 2nd. Diana Thomas from Mitchell Williams joined February 3rd. She is also a member of the Little Rock, AR chapter. And, Michelle Felker from The Fowler Law Firm joined February 6th.

We have two pending new members that we are waiting on payment to complete their membership. They are Julie Callis from Metcalfe Wolff Stuart & Williams and Jane Robichaux from Rash Chapman Schreiber Leaverton & Morrison. Two submitted application to the chapter, but have not yet joined ALA. They are Brenda Hunter from The Cook Law Firm and Mairin Peevey from Lazar Law.

Of the 7 listed above 4 have stated that they learned about ALA through the mail out we sent.

Next step is Chapter Renewals, due March 31st. I will send the email out on February 15th, giving everyone about 6 weeks for renewal. However, we have received 5 renewals already.

Newsletter Committee Report – Rose Sullivan, Committee Chair

By the skin of our teeth and with the assistance of Chrissie Eastin, the Newsletter Committee published the requisited four newsletters in calendar year 2011. We are assembling content for our Spring Newsletter and would appreciate suggestions and contributions of articles, as well as pictures.

Although the Microsoft Publisher format worked well for 2011, for FY2012 we would like to move to a platform similar to the National ALA Newsletter. This would require an up-front investment in creating the design and function, as well as a monthly maintenance fee. The new format would link back to our website, provide more value to the chapter and (after set-up) require significantly less of a time commitment for future publications.

As to succession planning, I need a co-chair for FY2012, but have not identified any likely candidates. If you know of anyone willing to commit to sharing the Editor responsibilities, please let me know. I can provide more details in the March Committee Report.

Website Committee Report – Barbara Mullen, Committee Chair

Barbara Mullen will retire from her firm at the end of the month and will not be able to continue to serve as Committee Chair. We are in the process of identifying a replacement .